

POST & BID POSITION ANNOUNCEMENT Bargaining Units 1, 4 and 11

1. Reference #: 07-8-116 2. Position Number: 907-400-3175-xxx 3. Date of Posting: 12/05/2017
4. Classification: Transportation Engineering Technician (TET) 5. Salary Range: _____
6. Pay Differentials That Apply To Position: **Recruitment and Retention Differential per BU 11**
7. Working Hours of Position: **Mon – Friday, Day Shift**
8. District/Division: **07/Div. of Right of Way** Section: **RW Engineering** Geographic Location: **Los Angeles DO**
(If selected and the position requires a relocation, the Department will NOT provide relocation assistance.) *Determination for relocation will be made by Hiring Supervisor.*

9. **Specific Qualifications and Requisite Skills Required:** (Attach a separate sheet if additional space is needed.)

- A. Minimum Qualifications per the Classification Specifications (BU1 & 4 only) (Education and or Experience):
This position is part of BU 11.
- B. Technical & Professional Skills & Abilities: Knowledge of, ability to comply with and prepare work products per Caltrans' Right-of-Way Engineering practices and policies as described in Chapter 6 of the Caltrans Right-of-Way Manual, Chapter 10 of the Caltrans Survey Manual, Chapter 4 of the Caltrans Plans Preparation Manual and the Caltrans Code of Safe Surveying Practices.
- Ability to communicate clearly and effectively in written and spoken English; read and understand transportation planning, engineering, surveying, land title, and real estate terminology.
- Ability to perform office and field surveying and right-of-way engineering work; draft right-of-way maps; interpret and draft legal descriptions of real property; neatly, accurately, cooperatively and efficiently produce computer-aided drawings using MicroStation computer aided drafting (CAD) software; calculate right of way lines and survey traverses using computer software.
- Ability to operate State vehicles when conducting research or surveying field work. Possession of a Class C California Driver's License and compliance with State policies related to vehicle operation is highly desirable.
- General knowledge of State and Departmental policies and procedures; State and Federal laws, rules and regulations pertaining to map preparation and surveyor certification; principles of measurement, units, spatial reference, and legibility at standard scales; computer applications and usage.
- Ability to learn about and follow: Fundamental surveying, mathematics, and coordinate systems as applied to surveying; computer aided drafting and mapping techniques; basic principles and practices of boundary determination and land title research; legal descriptions of real property; methods and terminology used in searching for land titles and factors involved in determining ownership of property; survey monumentation of State right-of-way; the Land Surveyor's Act; and the Subdivision Map Act.
- C. License and/or Certification Requirements: California Class C Driver's license is highly desirable.
- D. Physical Abilities to Perform Essential Functions: Must be capable of sitting for long periods and using a computer keyboard and monitor. May be required to move large or cumbersome files, plans and reports of up to 35 pounds. May also be required to perform field work which includes working and walking on uneven ground, on and around busy highway and freeway traffic.
- E. Other Departmental Requirements: Must work and collaborate with diverse staff in a professional manner.

- F. Duty Statement/Description of Duties: Under the supervision of a Right of Way Engineering Senior, the Transportation Engineering Technician will assist Right of Way Engineering unit; perform complex nonprofessional right-of-way engineering; land survey office or field work; and other related work including the following:

Gather and interpret record maps, surveys, and land title documents such as deeds, title reports and Final Orders of Condemnation. Calculate and map land net and existing property boundaries. Check the Project Engineer's right of way requirements sketch for conflicts with existing and proposed improvements.

Prepare right-of-way appraisal and record maps, deeds, exhibits, and other property acquisition or disposal documents for review by Registered Land Surveyors. Track and report progress of assigned tasks and project documents.

File and retrieve Department maps and deeds for internal and external customers. Help public and private stakeholders obtain record maps, deeds, and other survey information. Drive to other public agencies to research maps and records. Help innovate new map production and records management procedures by collaborating with other offices.

Assist survey field crews or right-of-way staff in the field to survey, monument and/or review existing and proposed State right-of-way. Field work is required, therefore, possession of a Class C California Driver's License and operation of a State vehicle is highly desirable. May work under the direction of a Transportation Surveyor Party Chief.

10. Final Date and Time for Receiving Bid: **01/03/2018**

11. Where to Obtain Bid Form: <http://www.dot.ca.gov/hq/jobs/postandbid/postandbidmain.htm>

12. Submit Bid to:

Name: **Ms. Dipal Vyas, Division of Right of Way**
 Address: **Department of Transportation, 100 S. Main Street, MS-6, Los Angeles, CA 90012**
 Telephone Number: **213-897-1919**
 E-mail Address: Dipal.Vyas@dot.ca.gov

13. Window period employee must be available for contact (**Unit 1&4 Only**): From: _____ To: _____
 (If selected, you must report in no less than 14 calendar days unless agreed otherwise by current and hiring supervisor and start date must be within 30 calendar days.) **N/A**

14. Expected Reporting Date To Position (Unit 11 Only): 02/05/2018 (If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)